

## CHARTER

### HEALTH CARE POLICY AND RESEARCH SPECIAL EMPHASIS PANEL

#### PURPOSE

The Administrator of the Agency for Health Care Policy and Research (AHCPR) is charged under 42 USC §299a, §902 of the Public Health Service (PHS) Act, as amended, with the responsibility of awarding research, evaluation, and demonstration grants as well as contracts. The purpose of the Health Care Policy and Research Special Emphasis Panel is to provide peer review of grant applications and contract proposals submitted to the AHCPR that require a unique combination of reviewer expertise, e.g., for complex multidisciplinary projects and new areas of study, or that require standards of review different from those ordinarily applied by standing peer review committees because of project size, or that require expedited review.

#### AUTHORITY

42 USC 299c-1, Section 922 of the Public Health Service Act, as amended, requiring establishment of peer review groups and the provisions of Public Law 92-463, as amended (5 USC Appendix 2) which sets forth standards for the formation and use of advisory committees.

#### FUNCTION

The Health Care Policy and Research Special Emphasis Panel shall make recommendations to the Administrator, AHCPR, concerning the scientific and technical merit of health services research grant applications and contract proposals submitted to AHCPR.

#### STRUCTURE

The special emphasis panel has fluid membership, with members designated to serve for individual meetings rather than formally appointed for fixed terms of service. Members will be selected on an "as needed" basis in response to specific applications or proposals to be reviewed. Up to approximately 300 members will be designated each year. Members will be selected from outstanding authorities in the various fields of health services research, including, but not limited to, basic biomedical and clinical disciplines, health care technology development and assessment, clinical, social, organizational, and informational sciences.

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Selection of members will be made without discrimination on the basis of age, race, gender, cultural, religious, or socioeconomic status except that efforts will be made to achieve equitable geographic distributions as well as minority and gender representation. Members of the NIH **Reviewers Reserve** or other chartered HHS advisory committees may serve on the panel if their expertise is required. Management and support services shall be provided by the Scientific Review Branch and the **Office** of Management, Agency for Health Care Policy and Research.

## **MEETINGS**

**Meetings will be held** as **necessary** as determined by the Designated Federal Official (DFO), **who shall approve the agenda. A Government official** shall be present at all meetings. Meetings shall be open to the public unless determined otherwise by the Secretary or other official to **whom the authority has been** delegated; notice of all meetings shall be given to the public. Review meetings may be conducted by assembly or, when closed meetings are **authorized**, by teleconference **or mail** ballot, as appropriate. Meetings shall be conducted and records of the proceedings kept, as required by applicable laws and regulations including FAR and FACA.

## **COMPENSATION**

Members will be paid at the rate of \$150 per day, plus per diem and travel expenses in accordance with Standard Government Travel Regulations. Officers and employees of the United States **may** be reimbursed per diem and travel expenses in accordance with Standard **Government Travel Regulations. Officers and** employees of the United States may not receive compensation **for services on** the panel in addition to the compensation otherwise received for duties carried out as such officers and employees.

## **ANNUAL COST ESTIMATE**

Estimated annual costs for operating the Panel, including compensation and travel expenses for **members but** excluding staff support, is \$146,300. An estimate of annual person-years of staff support required is **2.0, at an estimated annual** cost of \$36,802.

## **REPORTS**

An annual report **shall** be submitted to the Secretary through the Administrator, AHCPR, and through the Assistant Secretary for Health no later than January 31 of each year, which shall contain at **a minimum a list** of members and their business addresses, the Panel's activities and recommendations **made during the** fiscal year. A copy of the report shall be provided to the **Department Committee Management Officer.**

**TERMINATION DATE**

Notwithstanding Section 14(a) of the Federal Advisory Committee Act, the Panel shall continue in existence until otherwise provided by law.

**APPROVED**

23 April 93  
Date

J. Janet Clinton  
J. Janet Clinton, M.D.  
Administrator  
Agency for Health Care Policy and Research